



Summer Marketing Intern Job Posting

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG will welcome guests to a world-class botanic garden in 2020, inspiring people to love plants and be good stewards of the natural world.

The Houston Botanic Garden is seeking a Marketing Intern for 10 weeks this summer who will take on essential administrative tasks, including writing and/or proofing various documents such as memos/articles/social media posts, research, preparing presentations, and assisting with events. S/he must be proficient in Microsoft Office Suite, especially Word, Excel, PowerPoint, be able to multi-task in a fast-paced and dynamic environment, and perform his/her work with accuracy and precision. InDesign experience preferred or desire to learn.

Minimum age requirement is 18 years or older.

Main Job Responsibilities:

- Communications
Write and edit communication materials (articles, reports, etc.)
- Data/Research
Conduct quantitative research and prepare reports; Data entry and verification
- Sales/Marketing
Help plan, attend, and participate in community outreach events; Prepare presentations
- Assist with Special Projects, as needed

Qualifications:

- Motivated self-starter
- Strong attention to detail
- Excellent verbal and written communication skills
- Ability to participate in a team as well as acting autonomously as appropriate
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Experience with Adobe InDesign and/or Illustrator (desired)

Application Procedure: Interested candidates should send a cover letter and resume to hr@hbg.org. We will contact those candidates who most closely match our requirements. Thank you for your interest in *Growing Houston's Garden!*